



The Northwest Catholic Counseling Center

Serving all regardless of faith or finances

How to Download NCC Client Paperwork

Disclaimer: Please be patient with us and with yourselves as we all navigate this technology together!

Once you have your first appointment scheduled, you will need to fill out new client paperwork by downloading a fillable PDF document. The full client packet can be found on our website at:

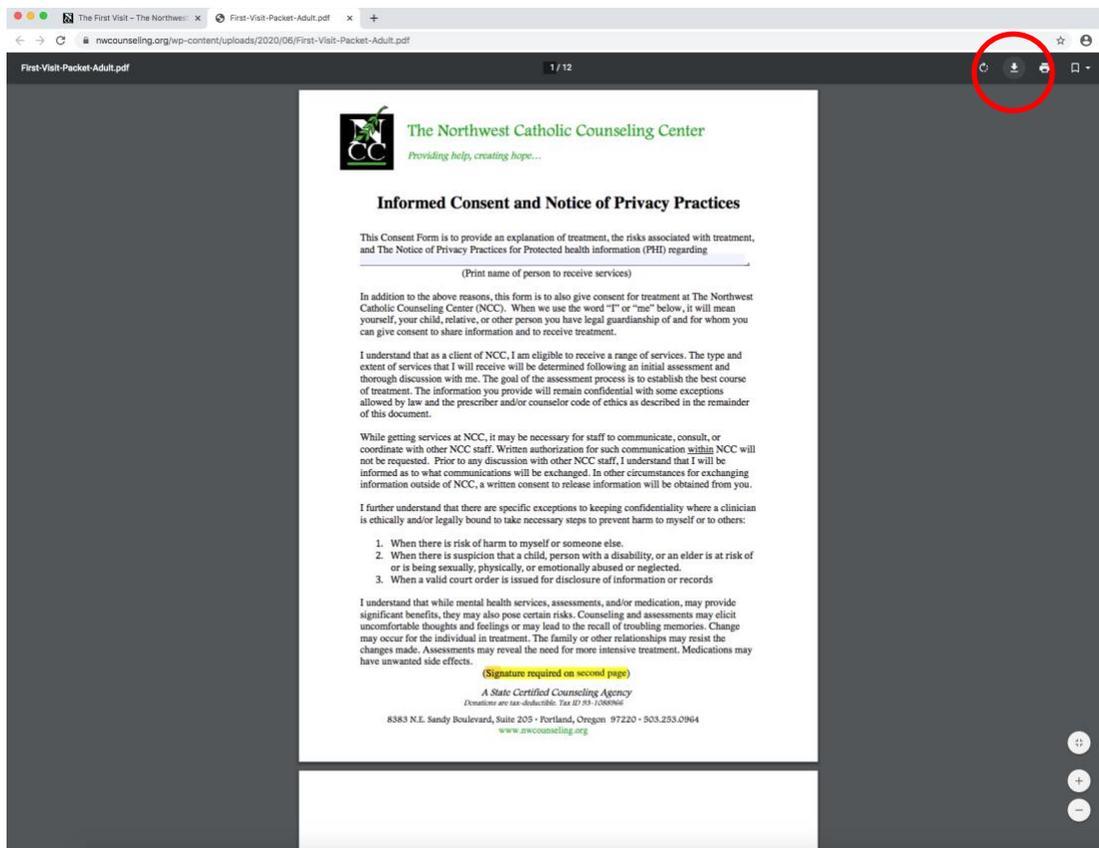
<https://www.nwcounseling.org/services/the-first-visit/>

You must have the most updated Adobe software, which is free. Click here to download:

<https://get.adobe.com/reader/otherversions/>

Click the link to the packet you need to fill out – either “First Visit Packet – Adult” or “First Visit Packet – Child/Adolescent.”

The document should open in your browser as shown below. In the top right corner, there is a button with an arrow pointing down. Click that button to download the paperwork.



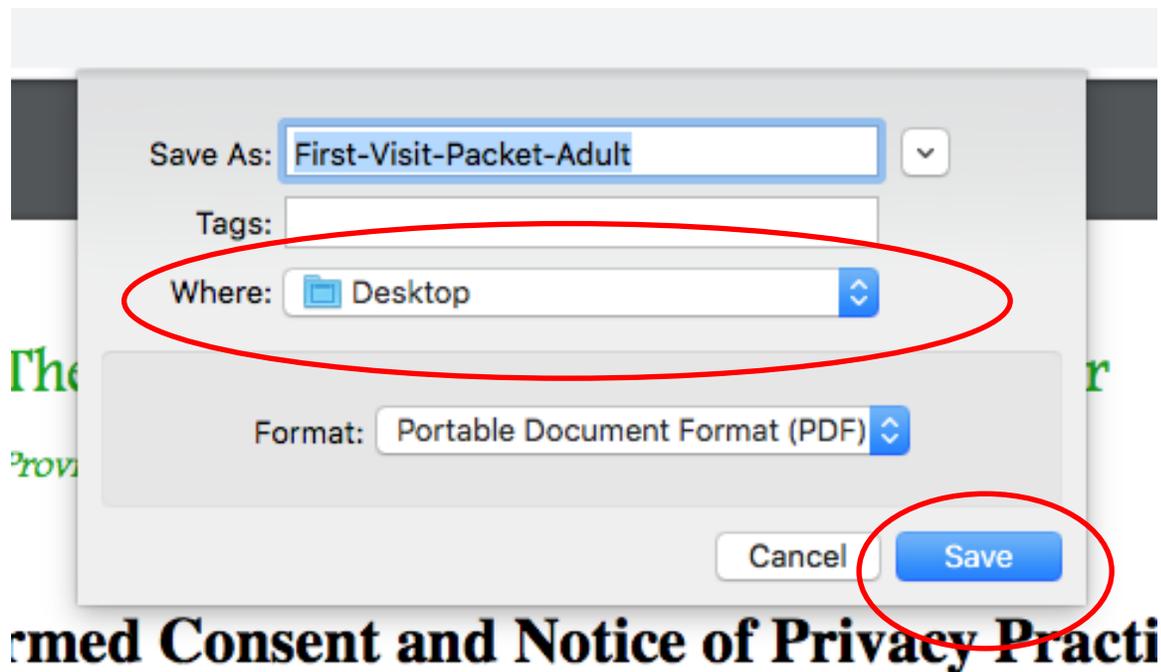
*A State Certified Counseling Agency
Donations are tax-deductible. Tax ID 93-1088962
No goods or services were exchanged for this donation*

8383 N.E. Sandy Boulevard, Suite 205 • Portland, Oregon 97220 • 503.253.0964

www.nwcounseling.org

One of the following options will happen:

- 1) The PDF will download directly to your “Downloads” folder. The location of the “Downloads” folder depends on the type of computer you have.
- 2) This screen should pop up. Save the document to your “Desktop” for easy access. Click the arrows and choose “Desktop” if that option wasn’t automatically chosen. Click “Save.”

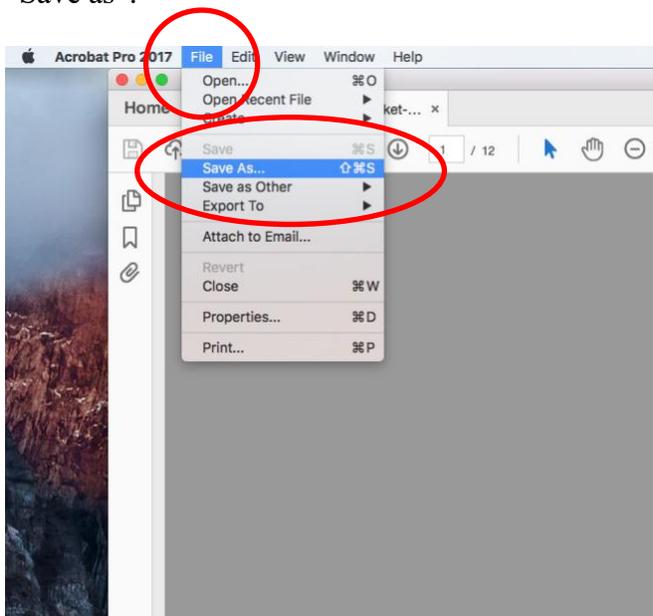


Go to your downloads folder or desktop (home screen) and double click the document you just saved.

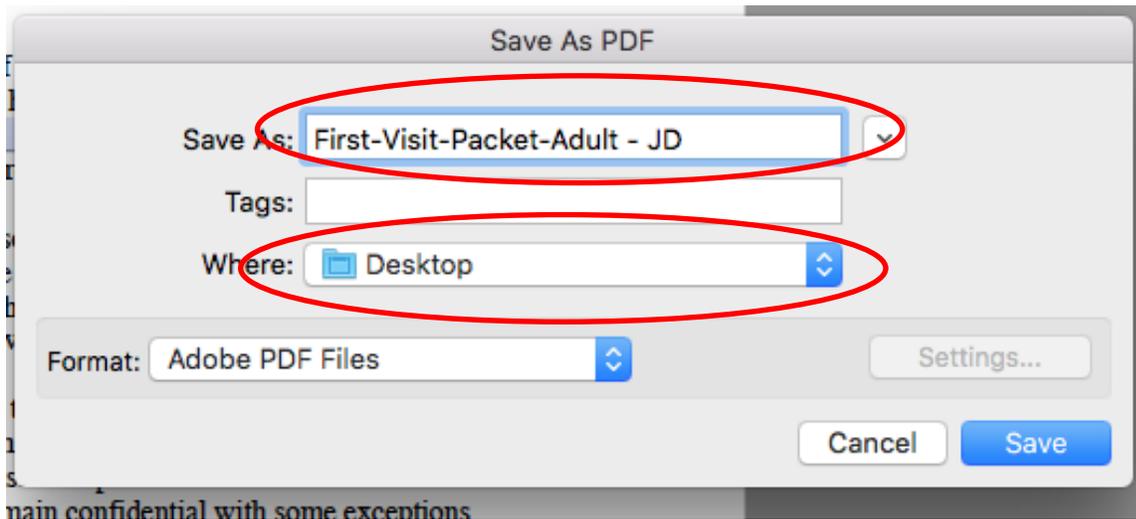


Fill out the paperwork by typing into the gray boxes.

When you've completed the paperwork, it's time to save the document. Click "File," then choose "Save as":



Add your initials at the end of the first line. Save it to your desktop.



Once it is saved, go back to your desktop/home screen and click on the document you just saved (with your initials on them) and check that the document is filled out.

Send back to NCC prior to your first appointment.

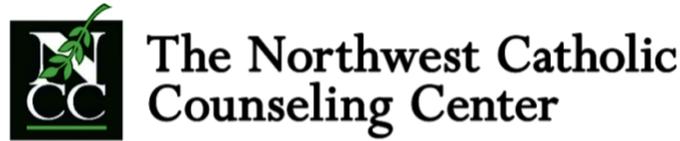
Talk with your therapist about the best way for you to do this. Your options are:

- Printing out the completed document and *drop it off* or *mail it to*: The Northwest Catholic Counseling Center at 8383 NE Sandy Blvd, Suite 205 in Portland, OR 97220.
- Uploading it to NCC's Client Portal (see below for further instructions).

If you have any trouble downloading the form, filling it out, or sending it, please contact us at info@nwcounseling.org.

How to Upload Paperwork to Client Portal

Go to the NCC Client Portal by clicking this link: <https://portal.nwcounseling.org> .



The Northwest Catholic Counseling Center

Client Paperwork Upload

Name

Enter name

Enter your name into the field above.

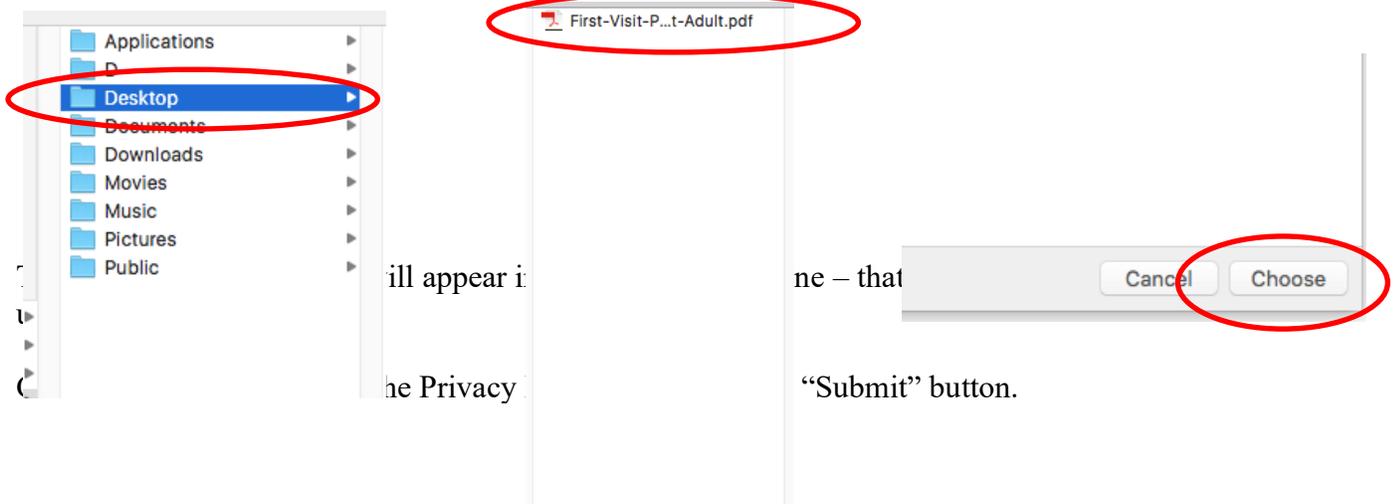
Choose file Browse

I accept the terms of the NW Counseling [Privacy Policy](#)

Submit

Enter your name in the portal, then click “Browse” to upload your intake packet.

Each computer will be a little different, but find where you saved the intake packet (saving it on your Desktop will be easiest), click on the packet, and click “choose.”



“Submit” button.



The Northwest Catholic Counseling Center

Client Paperwork Upload

Name

Jane Doe

Enter your name into the field above.

First Visit Packet - Adult - JD.pdf

Browse



I accept the terms of the NW Counseling [Privacy Policy](#)

Submit

You're all set!